



Work Instruction (WI)

DIRECTIVE NO. 270-WI-1460.01A

EFFECTIVE DATE: Revalidated May 27, 2015

EXPIRATION DATE: May 27, 2020

APPROVED BY Signature: Original Signed By

NAME: Marilyn C. Tolliver

TITLE: Chief, Information and Logistics Management Division

COMPLIANCE IS MANDATORY

Responsible Office: Code 271/Technical Information Management Services Branch

Title: Commercial Mail Metering Process

PREFACE

P.1 PURPOSE

This work instruction describes the new commercial mail metering procedures for downloading postage to the commercial meter. The objective is to ensure that the commercial meters are adequately funded to facilitate daily processing of outgoing mail.

P.2 APPLICABILITY

This Work Instruction is applicable to the mail service employees at the Goddard Space Flight Center, the Wallops Flight Facility, and the Goddard Institute for Space Studies.

P.3 REFERENCES

Federal Management Regulations, 31 CFR Part 208
Federal Management Regulations, 41 CFR 102-192.55(c)
Federal Records Act, 44 U.S.C. 2904

P.4 CANCELLATION

None.

P.5 TOOLS, EQUIPMENT, AND MATERIALS

All mail installations require a mail machine and a commercial meter head(s) to process outgoing mail.

The following is the mail processing equipment listing for Greenbelt:

US Meter Serial #11671017 A0014227B14380165
Hasler IH600B Mail Machine serial: RB1448033935
Hasler IN Series Printer serial: CN4AFGV11F
Hasler IN-Series 70 lb. Weighing Platform serial: 281412014643

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

The following is the mail processing equipment listing for Wallops Flight Facility:

US Meter Serial #10264520 A0014227B14411304
Weighing Platform IN360IWP Serial# 541411021562
Franking Base IN360B5 Serial #RA1450052923
IS/IM5/6000 High Range WP INWP70 Serial# 281412016920
Printer-IS/IN Printer Serial#: CN4AFGV100

The following is the mail processing equipment listing for the Goddard Institute for Space Studies:

Model: IJ35/45AF
Model: IJ35/45M
Model: IJ35/IJ45B
The model and serial numbers for the scale are the following:
Model: WP02/WP5
Serial: 4F001950B

Protective gloves and mask should be worn when metering mail.

P.6 SAFETY PRECAUTIONS AND WARNINGS

None.

P.7 TRAINING

The mail room personnel shall be trained on the use of commercial mail equipment and the federal commercial meter process. Refresher training shall occur within three days following vendor software changes and/or equipment enhancements.

P.8 RECORDS

Record Title	Record Custodian	Retention
Accounting Records, AFS 9200, Item 9	MSC Supervisor	* Destroy when 2 years old.

* *NRRS – NASA Records Retention Schedule* ([NPR 1441.1](#))

P.9 MEASUREMENT/VERIFICATION

Mail Supervisors shall submit monthly reports within five business days after the end of each month.

Instructions

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1. General Information

This section contains procedures and responsibilities applicable for handling the commercial mail postage procedures to ensure that an adequate postage balance remains on the commercial meters and postage funding increases are processed through the proper channels in an expeditious manner.

1.1 Mail Room Supervisors

The Mail Room Supervisors shall:

- a. Monitor the funding level each work day and notify the GSFC Mail Manager when descending dollar balances in the postage accounts reach the following amount:
 - Greenbelt: \$10K
 - Wallops: \$ 3K
 - GISS: \$ 1K

Greenbelt uses Hasler as a mail equipment vendor. Call 1-800-248-8013 for the customer automated prompter that ask for the telemeter setting/account number which is 199202 and the mail agreement number is 400064979. After the series of numbers are entered, the automated system will provide current balance in the postage/Citibank account.

Wallops uses Neopost as a vendor. Call 1-800-867-3738 for the automated prompter that will provide a series of available options. Enter “2” to hear the balance in the Postage-on-Call account. The prompter will ask for the account number which is 65893748.

GISS uses Neopost as a vendor. Call 1-800-867-3738 for the automated prompter that will provide a series of available options. The account number is 74858146.

- b. Record meter balances at the end of each business day.
In order to obtain the current balance on the meter daily, the mail room supervisor prints out the descending balance on a label from the meter.
- c. Submit a monthly report detailing the amount of money spent on postage, the amount of money downloaded to the meter, and the current amount on the meter, as well the amount of money remaining in the vendor accounts. The objective at each of the three installations is to maintain the above specified reserve, which will allow for the timely replenishment of the postage by the

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

Goddard Mail Manager without any interruption in mail services. Reports will be posted on the Code 271 Sharepoint drive.

- d. Notify the Installation Mail Manager by e-mail (Greenbelt, WFF, and GISS) within four hours of any incident involving an operational problem with the commercial meter or mail equipment that requires a vendor service call. The Mailroom Supervisor shall maintain an incident report log.
- e. Notify the Center Mail Manager within two business hours, by e-mail, when postage meets or exceeds the minimum threshold. This action applies to Greenbelt, Wallops, and GISS.
- f. Notify the Center Mail Manager by e-mail, immediately when postage downloading processes fail. Depending on the location also include one of the following as applicable: the respective support contract manager at Greenbelt, the Code 271W performance monitor for mail services, or the designated manager at GISS.
- g. Maintain a record of training dates that includes a brief summary of the training accomplished and an attendance sheet signed by all attendees.

2. GSFC Mail Manager Responsibilities

The GSFC Mail Manager shall:

- a. Initiate purchase request to add additional funds to the meter.
- b. Report postage funding and consumption to the Agency Mail Officer quarterly.
- c. Notify Contract Manager/Officer on current and pending issues that have been resolved. Notify the supporting Contract Manager/Officer of policy or directive updates and changes pertaining to mail management and commercial payment operations.
- d. Review monthly reports by the 10th of each month and resolve any discrepancies by the 15th of each month.
- e. Work with each installation POC (Greenbelt, GISS, and WFF) to ensure a contingency plan exists to process outgoing mail, the same day or no later than the next day, in the event the commercial metering equipment is not functioning, either due to funding issues or equipment malfunctions in general.

DIRECTIVE NO.	<u>270-WI-1460.01A</u>
EFFECTIVE DATE:	<u>Revalidated May 27, 2015</u>
EXPIRATION DATE:	<u>May 27, 2020</u>

Page 5 of 7

Appendix A – Definitions

Commercial Mail Metering Process – Federal Agencies must use either Electronic Funds Transfer (EFT) mechanisms or the Intra-governmental Payment and Collection (IPAC) System for payments to the USPS for postage. The Department of the Treasury, Financial Management Services (FMS) has established these payment mechanisms to eliminate the use of Treasury checks or cash for postage payments and to maximize funds held in Treasury's account. All processes and offices are involved at some level with the affixing of metered postage, accounting for postage usage, and the monitoring of interaction between the principal parties to these transactions (i.e. US Postal Service, commercial metering account vendor, associated banking institution, associated resource analyst, GSFC Procurement Office, NASA Accounts Payable Office, Greenbelt Mail Room Personnel and GSFC Mail Manager).

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-1460.01A</u>
EFFECTIVE DATE:	<u>Revalidated May 27, 2015</u>
EXPIRATION DATE:	<u>May 27, 2020</u>

Page 6 of 7

Appendix B – Acronyms

None.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-1460.01A
EFFECTIVE DATE: Revalidated May 27, 2015
EXPIRATION DATE: May 27, 2020

Page 7 of 7

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	6/05/2008	Initial Release
	2/20/2013	Administrative Extension
	9/02/2014	Administratively extended for 1 year.
A	4/21/2015	Administrative Revision: Updated equipment information for the Greenbelt and Wallops Flight Facility locations.
	5/27/2015	Revalidation

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.